



AASHTOWare Project Civil Rights & Labor™ Quick Reference Guide for TDOT 1B | Create a No Work Until Further Notice Payroll

Additional contractor payroll Quick Reference Guides and Computer Based Training files are available from TDOT.

Background:

- At TDOT, a weekly payroll record must be submitted in AASHTOWare Project Civil Rights & Labor even if no employees worked on that contract during that payroll period.
- No Work Until Further Notice payroll records cannot be submitted using the payroll spreadsheet or by importing an XML file. They must be created in AASHTOWare Project Civil Rights & Labor.
- This process is applicable to prime contractors and subcontractors who did not perform any work on a contract during a payroll period until a payroll is submitted with the No Work Until Further Notice payroll is submitted.

Create a No Work Until Further Notice Payroll:

1. Log on to AASHTOWare Project Civil Rights & Labor.
2. In the Vendor Payrolls **Quick Find** search box, type the **Contract ID**.
3. On the row for the Contract and Vendor, click the **Payrolls** link.
4. Click the component **Actions** button and select the **Add New Payroll** action.
5. In the **Payroll Number** field, enter a unique payroll number.
6. In the **Begin Date** field, click the calendar icon and select the date the payroll period begins.

7. In the **End Date** field, click the calendar icon and select the date the payroll period ends.
8. In the **Fringe Benefit Payment Type** field, click the drop-down arrow and select **Cash**.
9. In the **Comments** field, add a note stating no work was performed by the applicable vendor.
10. Click the **Save** button.

Next Steps:

- After creating the No Work Until Further Notice payroll, the next step is to sign the payroll. Refer to TDOT Quick Reference Guide 4 | **Sign a Payroll** for more information.

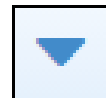
Key to Actions buttons:



Global **Actions** button
(At the top of the screen)



Component **Actions** button
(On the heading)



Row **Actions** button
(On the row)